

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DEPT OF VETERANS AFFAIRS
PO BOX 942895 ROOM 403
SACRAMENTO, CA 94295-0001



Employee Name	<u>BRAUTIGAN, ROGER</u>
Expense Dates	<u>04/28/10-05/14/10</u>
Total Expense Amount	<u>152.00</u>
Amount Due Employee	<u>152.00</u>
Form ID	<u>TEA000646174</u>

TRIP EXCEPTION(S)

	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved
by:

ROCKY J CHAVEZ

Travel & Expense Account Summary

Employee Name ROGER BRAUTIGAN
Expense Dates 04/28/10-05/14/10
Report Name May 2010

Request Total \$ 152.00
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **152.00**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	May Revise	44.00
Regular Travel	McClellan	11.00
Regular Travel	Installation	27.50
Regular Travel	Pathway	69.50

NOTE: (d)=Direct Charge

DATE	Wed Apr 28									TOTAL
Mileage, Personal Auto	69.50									69.50
TOTALS \$	69.50									69.50

DATE	Mon May 3									TOTAL
Mileage, Personal Auto	27.50									27.50
TOTALS \$	27.50									27.50

DATE	Thu May 13									TOTAL
Mileage, Personal Auto	11.00									11.00
TOTALS \$	11.00									11.00

Travel & Expense Account Summary

DATE	Fri May 14									TOTAL
Mileage, Personal Auto	44.00									44.00
TOTALS \$	44.00									44.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Pathway	04/28/10	Mileage, Personal Auto	69.50	Cash
Regular Travel	Installation	05/03/10	Mileage, Personal Auto	27.50	Cash
Regular Travel	McClellan	05/13/10	Mileage, Personal Auto	11.00	Cash
Regular Travel	May Revise	05/14/10	Mileage, Personal Auto	44.00	Cash

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SACRAMENTO, CA 94295-0001



Employee Name	<u>BRAUTIGAN, ROGER</u>
Expense Dates	<u>05/19/10-05/21/10</u>
Total Expense Amount	<u>471.74</u>
Amount Due Employee	<u>471.74</u>
Form ID	<u>TEA000665133</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 05/20	Lodging	93.24	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

ROCKY J CHAVEZ

Travel & Expense Account Summary

Employee Name ROGER BRAUTIGAN
Expense Dates 05/19/10-05/21/10
Report Name May 2010 Part 2

Request Total \$ 471.74
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 471.74

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Redding	338.74
Regular Travel	Fresno, VH	133.00

NOTE: (d)=Direct Charge

DATE	Wed May 19									TOTAL
Mileage, Personal Auto	133.00									133.00
TOTALS \$	133.00									133.00

DATE	Thu May 20	Fri May 21								TOTAL
Mileage, Personal Auto	94.50	101.00								195.50
Parking, Auto	10.00									10.00
Lodging	93.24									93.24
Dinner	18.00									18.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	215.74	123.00								338.74

<p style="text-align: center;">Travel & Expense Account Summary & Detail</p>

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Fresno VH	05/19/10	Mileage, Personal Auto	133.00	Cash
Regular Travel	Redding	05/20/10	Mileage, Personal Auto	94.50	Cash
Regular Travel	Redding	05/20/10	Parking, Auto	10.00	Cash
Regular Travel	Redding	05/20/10	Lodging	93.24	Cash
Regular Travel	Redding	05/20/10	Dinner	18.00	Cash
Regular Travel	Redding	05/21/10	Mileage, Personal Auto	101.00	Cash
Regular Travel	Redding	05/21/10	Breakfast	6.00	Cash
Regular Travel	Redding	05/21/10	Lunch	10.00	Cash
Regular Travel	Redding	05/21/10	Incidentals	6.00	Cash